

PROPOSED ORDERS*



All proposed orders are to be submitted to the court electronically via e-mail. Please do not send a paper copy by regular mail in addition to submitting the proposed order electronically.

● E-MAIL ADDRESSES

- Tallahassee, Gainesville, and Panama City Divisions are maintained in the Tallahassee office. All proposed orders for these divisions are to be mailed to:

TLH_orders@flnb.uscourts.gov

- Pensacola Division cases are maintained in the Pensacola office and include cases assigned to Judges Mahoney and Shulman. All proposed orders for this division are to be mailed to:

PNS_orders@flnb.uscourts.gov



NOTE: These e-mail addresses are for submission of proposed orders only. Pleadings submitted to this account will not be accepted for filing.

● E-MAIL SPECIFICATIONS

- The subject line must contain the full case number and the last name of the debtor and/or plaintiff.
- The proposed order must be in word processing format (Word or WordPerfect) and be an attachment to the email.
 - You may attach supporting documents for the proposed order (i.e., property descriptions, consents, etc.) as .pdf files. These documents will be attached to the proposed order prior to submission to chambers for review.
- Unless directed otherwise, the moving party shall submit the proposed order to the court.
- All signatures, including those of unregistered users, are to be indicated by putting “/s/ Jane Doe” where the original signature occurs. In accordance with Paragraph II.C.3.a of the Administrative Procedures for Submitting Proposed Orders, any original signatures obtained for consent purposes are to be kept on file by the party submitting the proposed order.

* These procedures are subject to change at any time. You will be notified as soon as possible of any changes as they occur.

- **PROCESSING BY THE CLERK'S OFFICE**

1. E-mail is retrieved several times daily by Case Administrators (C.A.). Each C.A. is responsible for retrieving e-mails with case numbers in her assigned digit range (cases are assigned by the last two digits of the case number).
2. Proposed orders are reviewed by the C.A. for accuracy of case style, spacing for judge's signature and parties involved. She will also review the docket to ensure that all deadlines have passed and/or consents have been filed.
3. The proposed order is submitted to the law clerk for further review.
4. After law clerk reviews for compliance with the Bankruptcy Code, the proposed order is submitted to chambers for review and signature by the judge.
5. The proposed order is returned to the C.A. who enters the signed order on the case docket and provides notice to all interested parties via the BNC.

- **CONTACT INFORMATION**

If you have a question regarding a proposed order, you should contact the Clerk's Office and request to speak to the Case Administrator who has been assigned the case. Please have the case number or name readily available when you call.

Tallahassee, Gainesville or Panama City Divisions: (850) 521-5001

Pensacola Division: (850) 435-8475